

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-381T OPENING DATE: 4-Nov-2011 CLOSING DATE: 29-Nov-2011

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

HUMAN RESOURCE ASSISTANT (MILITARY), GS-0203-06, TCD2015000, E-1 / E-6

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

SALARY RANGE:

\$35,702.00-\$46,410.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

JFHQ, DCSPER, PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (All Units) and be able to qualify for the following MOS/Branch: 42A

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Army National Guard.** Individual selected will receive a Indefinite Appointment and may

be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Must become 42A qualified.

NOTE: Must have a current Secret Security Clearance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Extensive knowledge of the overall requirements, objectives, practices, and peculiarities of the assigned program area. Sufficient to advise lower graded personnel or lower echelons on assigned actions or cases.
2. Knowledge of military personnel administration and related policies, regulations, and procedures; ability to interpret and apply regulations and precedents to perform a complete review of records and case documentation; and ability to identify discrepancies and provide recommendations or alternatives to situations encountered.
3. Knowledge of requirements for proposed action to ensure that documentation is correct and sufficient and that all levels of legal, medical, and administrative review are complete.
4. Ability to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.
5. Skill in compiling information and preparing reports.
6. Ability to plan and organize work.
7. Knowledge of military organizational structures, protocol, and similar matters

SPECIALIZED EXPERIENCE: Must have 12 months experience in researching military personnel rules and regulations to recommend applicable procedures; experience in preparing written reports, composing letters, and providing a variety of information orally; experience in interpreting and applying military personnel rules/regulations to non-procedural cases; experience which has provided a knowledge of the structure of a military organization.

BRIEF JOB DESCRIPTION: This position is located in the Military Personnel Office (MILPO) of the Army National Guard. The purpose of this position is to provide administrative assistance to one or more of the programs assigned within the MILPO. Serves as a reviewer or processor of actions in, but not limited to: officer, enlisted, boards, retirement, education, automation, personnel plans, mob-readiness, health services, and Soldier Family services. Provides administrative support for the programs assigned to the MILPO. Must be able to type military and non-military correspondence, messages, orders, reports, forms, requisitions, directives, SOP's, and similar material. Researches and obtains all necessary relevant information regarding cases and issues. Provides support to maintain a variety of automated systems and interfaces used to manage service members both locally and statewide. Participates in unit Soldier Readiness Processing (SRP) and in organizational inspection program. Performs other duties as assigned.

SELECTING OFFICIAL: LTC Jennifer Fadeley DSN: 853-2977
